

**DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY SERVICES  
AND HOMELAND SECURITY**

**TRAINING SECTION  
NO-SHOW POLICY**

To maximize attendance in our courses:

- Within 30 days of a course, the DES training section will notify you of your acceptance into the course.
- If you cannot attend, you must notify the DES training section as soon as possible, but in no case, less than 7 days prior to the start of the course.
- If you do not notify the DES training section of your cancellation as listed above, you will be added to the “three month list.”
  - For the next three months, when you register for a course, your name will be placed on the bottom of the wait list and you will only be able to attend if space permits.
- If you have requested a hotel room and you do not notify us of your cancellation within 7 days prior to the start of the course, you will be billed for the first night’s lodging.